

TO: Staff Senate

FROM: Catherine Schneider
Staff Senate Secretary

DATE: February 12, 2013

SUBJECT: Minutes of January 9, 2013 Meeting

In attendance: Ms. Eagen, Ms. Fetsko, Ms. Hayes, Ms. Lang, Ms. Palko, Ms. Schneider, Ms. Scramuzza, Ms. Barnoski, Ms. Clause, Ms. Edwards, Mr. Fiorini, Mr. Gaylets, Mr. Pace, Mr. Sakowski, Mr. Smoke, Ms. Cullen-Brown, Ms. Egan, Mr. Franceschelli, Ms. Hynosky, Ms. Kennedy, Ms. Rozelle, Mr. Wetherell,

Not in attendance: Ms. Bealla, Ms. Rafter, Mr. Harris, Mr. Hurst, Ms. Bevacqua, Ms. Cummings, Ms. Freeman, Mr. Murphy, Ms. Stamford, Mr. Wimmer, Ms. Day

Guests: Mr. Paul Porter, Mr. Brian Griguts and Ms. Peggy Mannion

1. Welcome:
 - Ms. Cullen-Brown called the meeting to order at 2:30 p.m. in the The DeNaples Center, 407A
 - Ms. Egan offered the opening prayer
2. Attendance was taken. (see attendance above)
Though there were several senators absent, at least 4 of each constituency group were present, and it was determined we had quorum for voting.
3. Review of December Minutes.
A motion was made by Ms. Egan to accept the minutes. Mr. Gaylets seconded the motion.
Minutes accepted.
4. Approval of Agenda:
Mr. Wetherell made a motion to accept the agenda. The motion was seconded by Ms. Egan.
The agenda was approved.
5. President's Report:
 - The UGC met on December 11.
 - Employee Fundraising Policy has been submitted to President Quinn for review.
 - Non-discrimination Policy Review – Kate Yerkes will add concerns of Staff and Faculty Senates. Senators should forward suggestions to Ms. Cullen-Brown.
 - The UPC did not meet.

- Executive Committee Meeting –

- Ms. Stamford has decided to step down from her Professional Staff Senate seat. Ms. Cummings will take her place and Ms. Cummings alternate seat will be filled by the next runner up from the Professional staff election results.
- The Executive Committee discussed an issue of attendance at monthly Staff Senate meetings. Ms. Cullen-Brown explained the attendance policy as outlined in the Staff Senate By-laws and the process for addressing same. Ms. Cullen-Brown expressed concern that Senators are elected to represent their constituency groups and repeated absence does not serve their constituency groups or the Senate.

Discussion: The Senators discussed whether the meeting time change from 10:00-11:30 to 2:30-4:00 is affecting attendance. Does the meeting time conflict with departmental meetings? The issue remains open for discussion and the Senate is considering the change for the next fiscal year. The issue needs to be decided before the end of the year for scheduling purposes.

- Sursum Corda Awards –

- 3 names were submitted for consideration through the Staff Senate. Ms. Day expressed concern to Ms. Cullen-Brown that there were no MTTP or Clerical nominees put forth.

Discussion: Several Senators mentioned that it was unclear that they were supposed to nominate through the Senate, and thought they were encouraged to nominate independently. There was lengthy discussion regarding the nomination process. Several Senators expressed concern that the process is very complex, requires a great deal of personal information about the candidate and is somewhat intimidating, which may be a reason that there isn't more participation. Ms. Cullen-Brown is going to relay our concerns to Ms. Day.

- Roundtable Policies/Procedures –

Ms. Cullen-Brown reviewed the policies and procedures. All Roundtable groups need to follow the policies and procedures, and abiding by all timelines, with regard to Roundtable forums.

Ms. Cullen-Brown reiterated that the Roundtable summaries need to be submitted to her by January 17th. The summary should include what occurred at the meetings, participation, topics covered, topics that needed follow-up and how these items were followed up on.

6. Roundtable Breakout Sessions – Constituency groups met to discuss details regarding their next Roundtable forums.

7. Committee Reports:

By-laws Committee – Nothing to report.

Communications Committee – As a result of a meeting of the Communications Committee with Public Relations, the committee will no longer use the ‘double S’ design on the newsletter masthead. There is a meeting scheduled with PR regarding development of a Staff Senate logo.

Election & Membership Committee – Tuesday, April 2 is scheduled for the Staff Senate Meet and Greet following the Staff Senate Election.

Finance Committee – We are still within our budget limits. Mr. Wetherell reiterated that the committees should consider what expenses they may have for next year. Mr. Wetherell needs to submit our budget proposal for next fiscal year by the end of this week.

Social Events & Community Building Committee – Ms. Hynosky thanked the Senate for help with the Christmas luncheon. The Christmas Day Breakfast served more than 500 members of the community and there were over 100 staff, faculty, student and family volunteers.

Staff Development Committee – Ms. Rozelle reported that Jennifer Pennington, a volunteer non-senator, has done a tremendous amount of work updating the Staff Resource Document. The committee will be ready next month to present the document to the entire Senate for review. There has been a new section added to the document to include offices that offer training opportunities. The committee hopes to distribute the document to the University community in March.

Staff Recognition – Mr. Wetherell reported that there has been a great deal of progress in establishing the Scranton Spirit Award. The parking place has been granted and Aramark has agreed to donate a \$50 gift card in lieu of the parking space to a winner if they do not have a parking permit. When a logo is established, the forms will be ready. The committee hopes to be able to recognize one or two winners at the May luncheon.

Ad-hoc Ombudsman Committee – The committee did not have another meeting since the last Senate meeting. The committee is currently collecting information from other Jesuit universities and plans to meet in February.

Ad-hoc Staff Meal Plan Committee – Ms. Hayes reported that the Meal Plan has been approved. Staff will receive a 6% discount on meals. The details of how the program will work have not been finalized.

Ad-hoc Staff Handbook Committee – The committee met on January 8 and reviewed their goal plan. The committee feels its role is to provide input to HR about areas that might be of question, concern or require clarification. The committee decided to wait until the preliminary draft is provided to them before offering any input. The committee will be meeting with Ms. Day and Patti Tetreault next week to discuss what Ms. Day feels is the committees role and how they might assist.

8. Open Items from the floor.

- Ms. Cullen-Brown raised the issue of how the Senate is respond to inquiries raised by our constituency groups. After discussion regarding a particular inquiry, the Senate established that issues raised should be brought before the full Senate for discussion as to whether or not these are issues that the Senate has the time/resources to pursue.

Mr. Murphy put forth a motion to adjourn. Ms. Barnoski seconded the motion. The meeting was adjourned at 4:00 p.m.